



## DEPARTMENT BULLETIN

B

14-150

05/29/14

### Response to Video Recovery Request

Members of Crime Scene Investigations / Multi-Media Evidence Unit (**CSI/MEU**) are available and will respond to recover video evidence for major crimes, critical incidents and major events which include but are not limited to Homicides, Officer Involved Shootings, Fatal Hit and Runs. The MEU is available to recover video Monday through Friday during normal business hours. The CSI/MEU phone number is 553-1164.

In addition to the CSI/MEU members, the department has a cadre of **Video Retrieval Forensic Team (VRFT)** members. These members are sworn officers who have attended a two day video recovery course and are certified in retrieving video evidence. These members are deployed throughout the department and are assigned to district stations to handle video retrievals for cases assigned to a Station Investigative Team (SIT). These members have access to tools (Video Kit) and possess knowledge and skills to recover video evidence.

The video retrieval trained members are identified in HRMS and a report identifying these on-duty members can be produced by going to SFPD Scheduling, Reports, Special Skills Working (**VRFT**). VRFT can respond city wide to assist in the collection of video evidence.

In all cases, officers shall canvass the immediate crime area as well as the ingress and egress routes for video cameras and systems. This canvassing will assist in the video retrieval process. Canvassing forms as well as other video retrieval related worksheets and forms are available in the Recovered Video evidence folder. Officers shall note in the incident report the findings of the canvassing including who conducted the canvassing and whether or not cameras/videos were located.

Members requiring video clarification of any recovered digital video evidence must submit the **SFPD 64a** request form to the Multi-media Evidence Unit (MEU), HOJ, Room 414.

A handwritten signature in black ink, appearing to read "Greg P. Suhr".

GREGORY P. SUHR  
Chief of Police